

**Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, June 26, 2012**

The regular meeting of the MWFLS Board of Trustees was called to order at 6:00 p.m. at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Ruth Schmitt presiding. Ruth Schmitt welcomed Trustees, Staff, and Librarians.

**ROLL CALL**

**MEMBERS PRESENT:** Deborah Bissonnette, Jane Colwin, Polly Edgar (arrived 6:15), J. Loren Gray, Helen Heinrich, Paul Marose, Gary Morgenstern, Janet Negus, Ruth Schmitt, Beverly Schroeder (arrived 6:15), Juanita Schultz, Dan Stoffel, Alice Ventura.

**MEMBERS ABSENT:**

**MEMBERS EXCUSED:** Dwayne Morris

**OTHERS PRESENT:** Luci Bledsoe, Director of Johnson Creek; Peg Checkai, Director of Watertown; Jennifer Einwalter, Director of Slinger; Heather Fischer, MWFLS Public Information Designer; Mike Gelhausen, Director of Hartford; Candy Graulich, Director of Hustisford; Kathy Hookham, Director of Palmyra; Jackie Jacak, MWFLS Business Manager; Connie Meyer, Director of Fort Atkinson; Roberta Olson, Director of Germantown; Steve Platteter, MWFLS Automation Services Librarian.

**MINUTES**

A motion was made by J. Loren Gray and seconded by Alice Ventura to approve the May 29, 2012 minutes. Motion carried by voice vote, all in favor.

**FINANCIAL REPORTS**

A motion was made by Dan Stoffel and seconded by Jane Colwin to approve payment of May Computer Checks in the amount of \$73,090.79, Manual Checks in the amount of \$762.48, for a total of \$73,853.27. Motion carried by roll call vote, all in favor.

## **OPERATIONS REPORTS**

### **Director's Council**

- No further information was provided.

## **UNFINISHED BUSINESS**

### **Committee Appointments**

- The Board is currently focusing on committees that are needed during the hiring process of a new director. The remaining committees will be appointed at a later date.

## **NEW BUSINESS**

### **Steps to Finding a New Director ~ Trustee Essential TE5 "Hiring a Library Director"**

- No further information was provided. This item was for review purposes.

#### **Appointment of Ad Hoc Search & Screen Committee for New Director**

- Ruth Schmitt expressed; that those who do serve on the Ad Hoc Search and Screen Committee will need to devote a large amount of time to expedite the hiring of a director in a timely manner.
- Ruth suggested having Bev Schroeder, Juanita Schultz, and Alice Ventura on the current Ad Hoc Search and Screen Committee since they served on the past search and screen committee in 2002.
- Several board members felt different members should be appointed to the committee. Alice, Bev, and Juanita were okay with having other members serve.
- Discussion also took place in regard to size of the committee. J. Loren Gray suggested four board members, two library directors, and the Board President as ex-officio.
- The Ad Hoc Search and Screen Committee will be responsible for the whole process of hiring the new director. The Personnel Committee will not be involved.
- The library directors present at the meeting were comfortable with only having two library directors on the committee.

It was moved by Dan Stoffel and second by J. Loren Gray to recommend four trustees, the Board President as ex-officio, and two library directors, for a total of seven members. Committee members will be appointed by the chair. J. Loren Gray called the question, Motion carried by voice vote, all in favor.

#### **Board Communication with System Staff**

- Jackie Jacak noted it may be difficult to keep the office open until 5 with the shortage of staff. The board questioned if hiring someone during the interim would be an option, but training a new employee would only take more time. The board felt having staff manage as best they can would be acceptable as long as the library directors are aware of the circumstances. Jackie Jacak will let the directors know at the July Director's meeting.

### **Interim Director and Compensation**

It was moved by Deb Bissonnette and seconded by Paul Marose that the System Board convene into closed session under Exemption 19.85 (I) (c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" (consideration of interim director candidates and compensation). Motion carried by voice vote, all in favor.

The Board convened into closed session at 7:09 p.m. to discuss hiring an interim director or consultant during the directors vacancy.

It was moved by Dan Stoffel and seconded by Alice Ventura to convey back into open session. Motion carried by voice vote, all in favor.

The Board convened back into open session at 7:56 p.m.

It was moved by Jane Colwin and seconded by Beverly Schroeder, that the MWFLS President contact Cheryl Becker with the hopes of hiring her as consultant for the hiring process and be on call for a certain number of hours until a permanent director is hired. Motion carried by voice vote, all in favor.

### **ADOPT NEXT MEETING DATE & ADJOURNMENT**

Next meeting will be Tuesday, July 31, 2012 at 6:00p.m at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by J. Loren Gray and seconded by Dan Stoffel to adjourn the meeting. Ruth Schmitt, Board President, adjourned the meeting at 8:00 p.m.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary